

RELATIONSHIP TO CHILD:

MAILING ADDRESS:

Street address

City

State

Zip Code

PHONE NUMBER: _____

IF YOU HAVE ANY QUESTIONS PLEASE CALL: (503) 588-5406

Alternative identification you can send with your mail order.

If you don't have a valid driver's license, state issued identification card, or passport, send photocopies of (3) different documents that include both your name and current address. Documents must be dated within the last 30 days.

EXAMPLES:

- Utility bill (such as telephone, gas, electric, water, garbage removal) or other bill;
- Insurance statement, medical statement, or paycheck stub;
- Court document or parole document;
- Work ID, unemployment statement, food stamp letter or other benefit card (copy both sides);
- Valid permit for firearms, fishing, hunting or other license;
- Vehicle registration, title or insurance statement.

If you don't have valid ID or other documents, an immediate family member can order for you. The child's mother, father (if listed on the birth record), maternal grandparents or paternal grandparents (if father is listed on the record) may order and attach their ID. Records can also be released to a legal representative of an immediate family member or a government agency representative.

Orders may be processed in person:

Marion County Vital Statistics
3180 Center St NE #2274
Salem OR 97301

Office Hours: 8:30 A.M. to 4:45 PM., Monday – Friday

In accordance with law – ORS 432.380, only the person on the record, immediate family members, legal representatives and government agencies are eligible to access birth records. For all other, access to birth records is restricted for 100 years. Legal guardians must enclose a copy of the legal document. If you are not eligible, enclose a written permission note with a notarized signature of an eligible person.